

ADMINISTRATIVE ASSISTANT OFFICE OF THE CHIEF OF POLICE

SALARY RANGE: \$20.85 - \$27.94 per hour

CLOSING DATE: June 5, 2015

The Administrative Assistant to the Chief of Police performs and coordinates a wide variety of complex administrative activities for the department and the executive team.

ESSENTIAL FUNCTIONS OF THE JOB:

- Coordinate department special projects and activities;
- Develop work plans, timelines and resource allocations for assigned projects;
- Supervise clerical staff to ensure city goals and objectives are met;
- Handle confidential and sensitive information on a regular basis;
- Coordinate appointments, meetings and travel for Chief and/or staff members;
- Support and respect diversity in the workplace

TO QUALIFY: Requires a high school diploma or GED and five years of increasingly responsible administrative support experience in an executive level office environment. Requires expert knowledge of English grammar, spelling and usage; ability to use word processing, database, spreadsheet programs and other application software; communicate effectively verbally and in writing with diverse customers, employees, other agencies, public officials and the general public; ability to adapt to rapidly changing environments and situations. Requires supervisory skills and excellent internal and external customer service and professionalism.

Requires a valid driver's license and the ability to meet the City's driving standards; must successfully pass a background check/investigation.

TO APPLY: All interested individuals may apply by submitting a City of Beaverton application and resume to the Human Resources Department, Beaverton City Hall, 12725 SW Millikan Way, Beaverton, OR 97005. Applications may be completed on our website at www.BeavertonOregon.gov.

VETERANS PREFERENCE: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the work experience portion of your resume and explain how those skills and/or qualifications apply to this position. Provide copy of DD214 and award letters from the Department of VA for service-connected disabilities.

Minorities and veterans are encouraged to apply.